



USAID | AFGHANISTAN

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Solicitation open to: All Interested Afghan Nationals
Position Title: Legal Specialist
Type of vacancy: Single
Opening date: January 07, 2014
Closing date: January 21, 2014
Vacancy announcement #: USAID/306/14/30/DIR
Work hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking an individual for the position of Legal Specialist in the Office of Director (DIR), Regional Legal Office.

BASIC FUNCTION OF THE POSITION:

This position is located in the Kabul Office of USAID/Afghanistan, under the direct line supervision of the Senior Regional Legal Advisor (RLA). The primary focus of this position will be to provide legal, policy, and ethics advice and counsel on matters of US, international and local law in Afghanistan. The incumbent will also represent the Regional Legal Office (comprised of two Foreign Service Officer Direct Hires, two Legal Specialists, and a Paralegal) as a member of various Strategic Objective teams.

The incumbent's duties/responsibilities will involve the full range of consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects of providing legal and policy advice and counsel to USAID/Afghanistan on a variety of legal matters, particularly local law matters relating to Mission programs and operations (i.e., labor law, contractual matters, etc.), taxation of assistance and other bilateral issues arising with the Government of the Islamic Republic of Afghanistan (GIROA).

The incumbent will counsel, collaborate and coordinate with Mission colleagues in Kabul, Regional Commands, Forward Operating Bases and Provincial Reconstruction Teams (PRTs). The incumbent will work with U.S. Embassy colleagues regarding matters of local law and privileges and immunities under international law including issues related to taxation and customs duties. S/he will also collaborate with colleagues from the donor community, USAID/Afghanistan partners, the national government in Afghanistan and non-governmental organizations. Some travel will be required.

Based on the technical nature of the responsibilities/duties of this position, the incumbent will receive technical guidance, work objectives, and assignments from the RLAs. The incumbent will assist in: providing legal and ethics advice to the Mission and its staff and Embassy on local legal matters relating to USAID, USAID/Afghanistan programs and operations and affecting the USG generally; liaising with donors, high-level government officials in Afghanistan, partners; and, identifying and resolving legal and ethical issues affecting overall US Government operations and USAID/Afghanistan program performance throughout Afghanistan.

The incumbent will work collaboratively with USAID/Afghanistan's multiple implementing partners to resolve issues affecting their operations including taxation issues and registration problems. S/he will be required to coordinate and attend meetings, including high-level meetings with the Ambassadors, Deputy Chief of Mission (DCM), Mission Director, Deputy Mission Directors and high-level government officials from Afghanistan, recommend solutions to legal, ethical and programmatic issues identified. S/he will also be expected to draft legal opinions and briefs and articulate in written memos what s/he did in the aforementioned capacities. The incumbent will assist the program and technical offices, as requested.

The incumbent will play a leading role in counseling the mission on issues related to "on-budget" assistance to the Afghan government. The incumbent will be key negotiator and go-between with Afghan ministries, particularly the Ministry of Finance, on the provision of direct assistance to GIRoA. S/he will explain U.S. legal requirements to Afghan government counterparts, negotiate appropriate provisions for inclusion in agreements with the Afghan government, and keep mission staff apprised of Afghan legal issues that may effect on-budget assistance. The Incumbent will provide and ensure accurate translation of legal documents as required by RLAs. The incumbent will also draft official correspondence/letters from USAID/Afghanistan to the Afghan government ministries and on behalf of USAID/Afghanistan implementing partners, relating to registration, tax and customs exemptions and issues as may arise; from time to time. The incumbent will hold training sessions for all USAID Implementing Partners in Afghanistan to educate them regarding registration, tax and duty exemptions and other local law requirements.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in Law (LLB or Juris Doctor (JD)) is required. Advanced degree LLM is desired.

Experience: The incumbent must have a minimum of five years (5) in progressively responsible positions in the legal field with an international donor organization, a U.S. Government Agency, a law firm or other international/local organization. Past work experience with and knowledge of taxation, labor law, contracts, and business, for-profit and non-profit organizations, structures and registration requirements is desired.

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto language is required.

Knowledge, Abilities and Skills: A comprehensive knowledge of the concepts, principles, techniques and practices in the area of law is required. Knowledge of appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. Current knowledge of development and reform in Afghanistan is desired. The incumbent is required to a deep knowledge of Afghan laws and regulations. Incumbent must be able to communicate effectively and accurately with Mission personnel, with all levels of GIRoA officials, international and local partner NGOs and other Diplomatic Missions in Afghanistan.

Incumbent will also be communicating with the USAID/Washington Office of General Counsel and Office of Afghanistan and Pakistan Affairs in Washington. Demonstrated proficiency in MS Office Suite is required. The use of initiative and discretion is expected from the incumbent in dealing with USAID/Afghanistan as well as implementing partners and the Afghan government, to resolve problems that arise during the course of her/his work.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Legal Specialist (DIR1430)**

ANY/ALL application submissions after the closing date of January 21, 2014 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. A current resume or curriculum vitae that provides the same information found on the DS-174 AND/OR**
- 3. Application for Employment as a Locally Employed Staff (DS-174)**
<http://kabul.usembassy.gov/jobs.html> or <http://www.state.gov/documents/organization/136408.pdf>
- 4. Copies of degree or diploma earned that addresses the education qualification requirement of the position as listed above.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications with insufficient information will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**